Ministry of Labour

e - Forms User Manual

(Replacement of Lost Labour Card)

Copyrights reserved by MOL

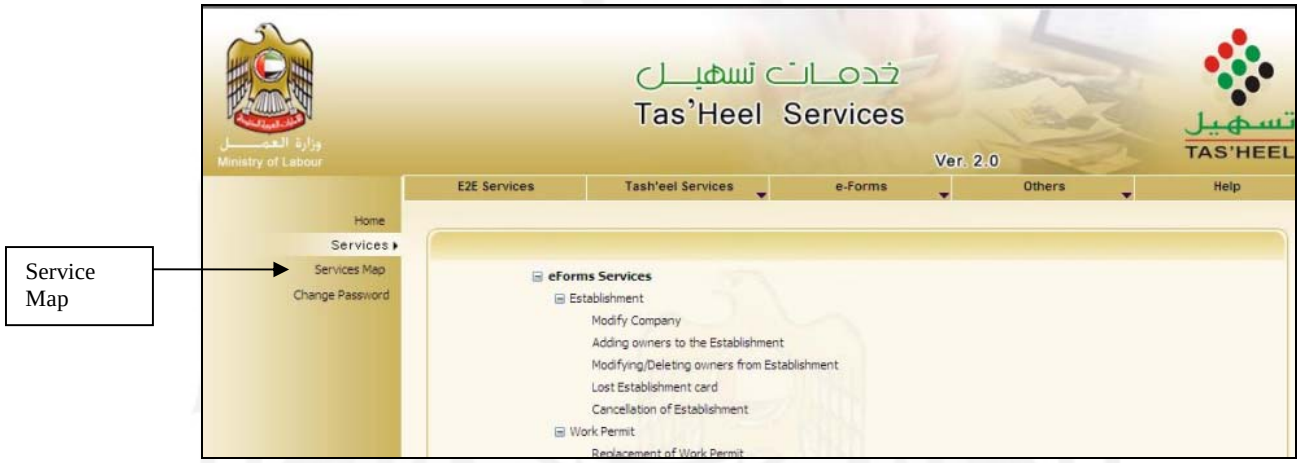
Navigation to Eforms

User can access eforms in 2 ways

- Service Map
- Eforms Menu Bar

Service Map

A Service map is a link through which user can easily access list of eforms organized in hierarchical order in tree view format. This helps users to quickly find desired form on the site.



Eg. If a user needs to type a Modify Company form then he / she should click on Establishment and the click on Modify Company.

Eforms Menu Bar

User can access the eforms through Eform Menu bar at the top of the page. These forms are organized in hierarchical order in menu format. This helps users to quickly find desired form on the site.

Eg. If a user needs to type a Sponsorship Cancellation form then he / she should click on eform menu bar , then select cancellation and then choose Sponsorship Cancellation.

Replacement of Lost Labour Card

Introduction

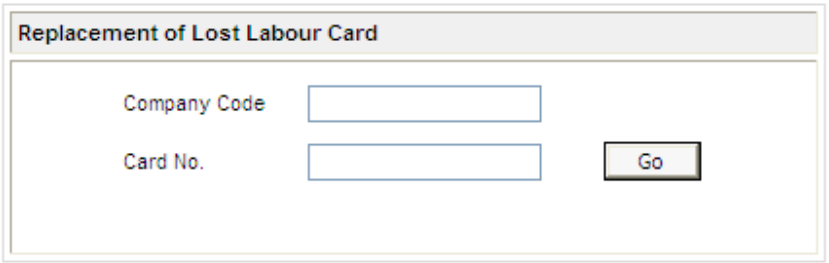
Replacement of lost labour card service is use to apply for a new labour card when a employee loses his present labour card.

Functional Description

- Click on "Replacement of Lost Labour card".

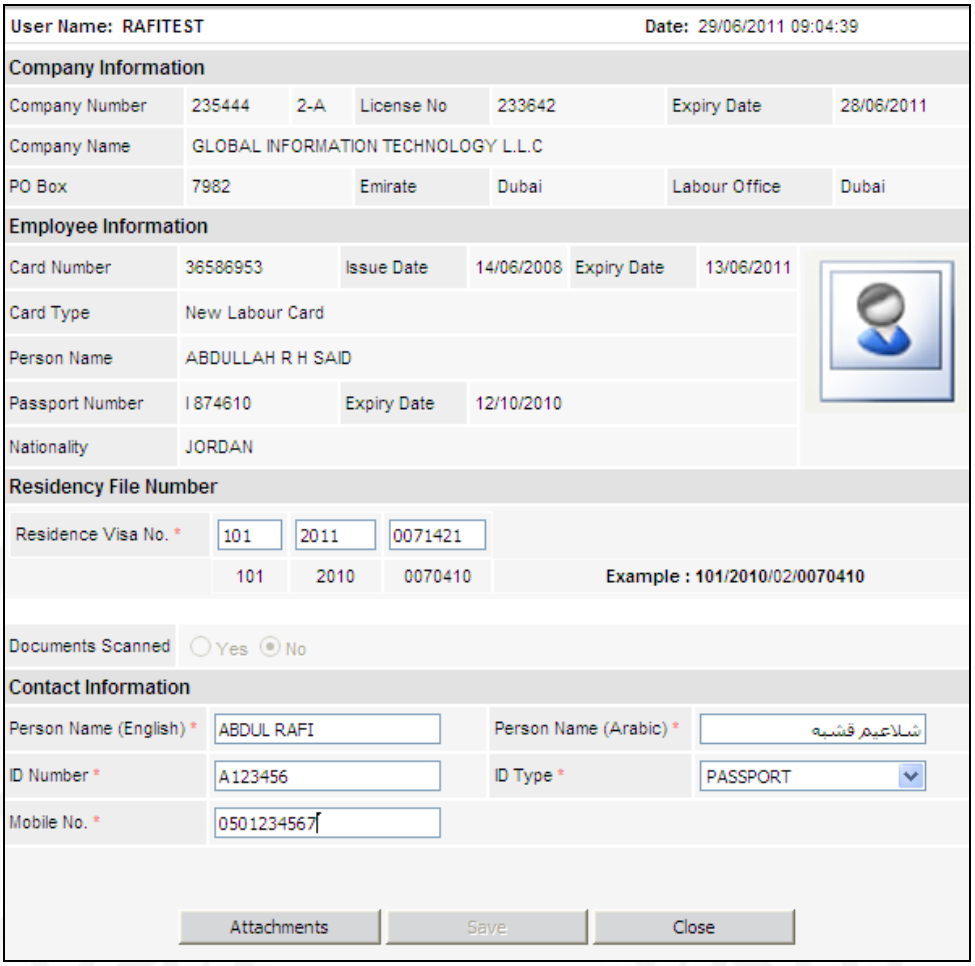
Select "Replacement of lost labour card"

- Enter company code, work permit No. and press "GO".



- On clicking "GO" a form is displayed that needs to be completed.

Copyrights reserved by MOL

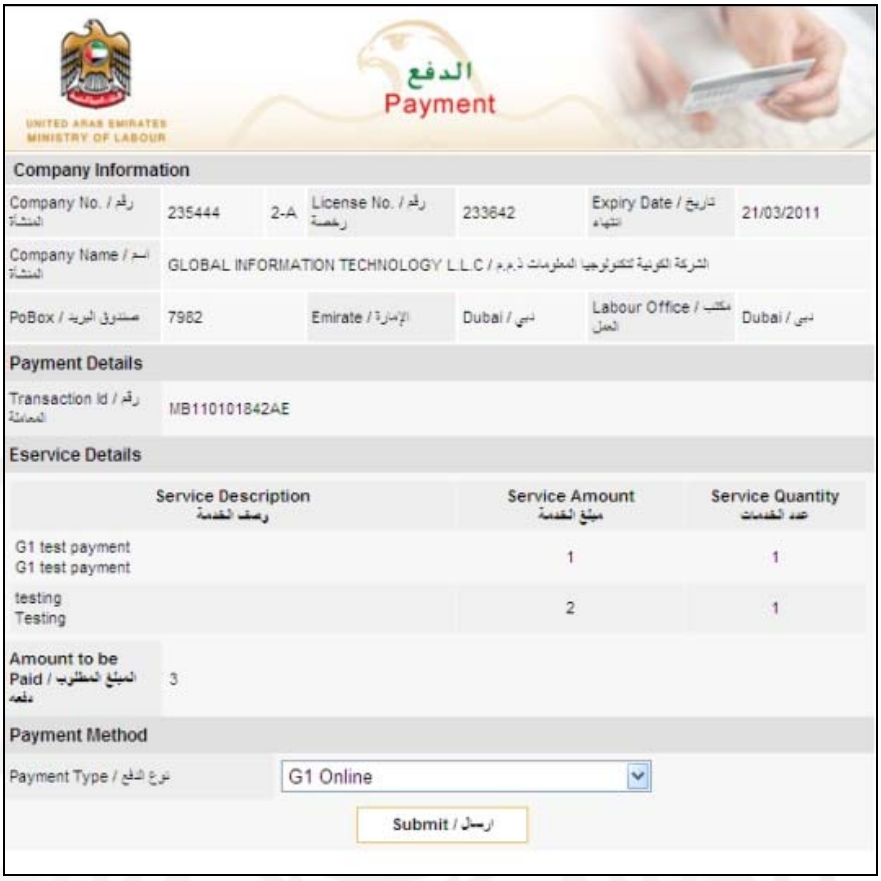

User Name: RAFITEST
Date: 29/06/2011 09:04:39
Company Information
Company Number 235444 2-A License No 233642 Expiry Date 28/06/2011
Company Name GLOBAL INFORMATION TECHNOLOGY L.L.C
PO Box 7982 Emirate Dubai Labour Office Dubai
Employee Information
Card Number 36586953 Issue Date 14/06/2008 Expiry Date 13/06/2011
Card Type New Labour Card
Person Name ABDULLAH R H SAID
Passport Number I 874610 Expiry Date 12/10/2010
Nationality JORDAN
Residency File Number
Residence Visa No. * 101 2011 0071421
101 2010 0070410 Example : 101/2010/02/0070410
Documents Scanned Yes No
Contact Information
Person Name (English) * ABDUL RAFI
Person Name (Arabic) * شلاعيم فشبه
ID Number * A123456
ID Type * PASSPORT
Mobile No. * 0501234567
Attachments
Save
Close

- Fields with (*) are mandatory and needs to be filled.
- Enter applicants residence file number in immigration
- Enter contact information of the person who should be contact in future for any reference.
- Contact mobile numbers should always start with 050 OR 055 OR 056 and should be 10 digits.
- Scan and attach the following documents.

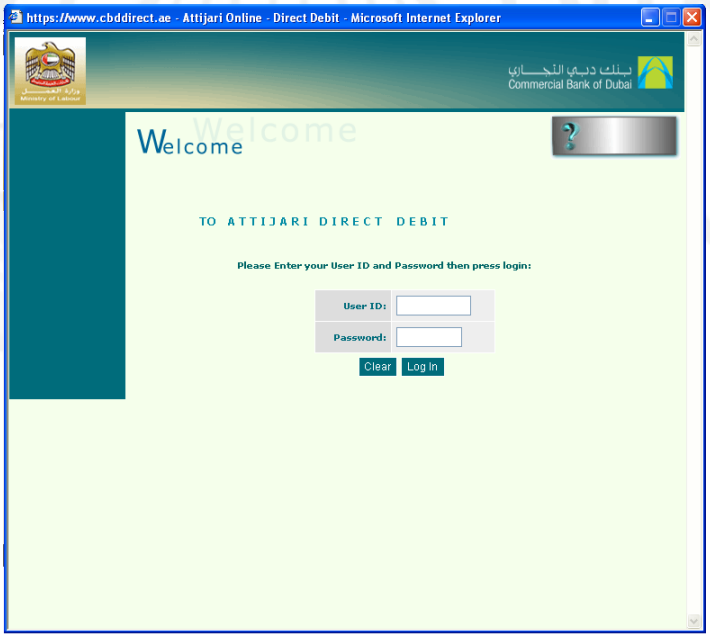
    1. Applicant photo

- If you are unable to scan, please visit http://tasheel.mol.gov.ae/Molforms/help/usermanual.htm
- After scanning all the documents, click on "Save" to save the transaction. (Please note the save button will not be active till all the necessary documents are scanned and attached).
- After save, you will be diverted to payment gateway where payment for the transaction should be made.

Copyrights reserved by MOL

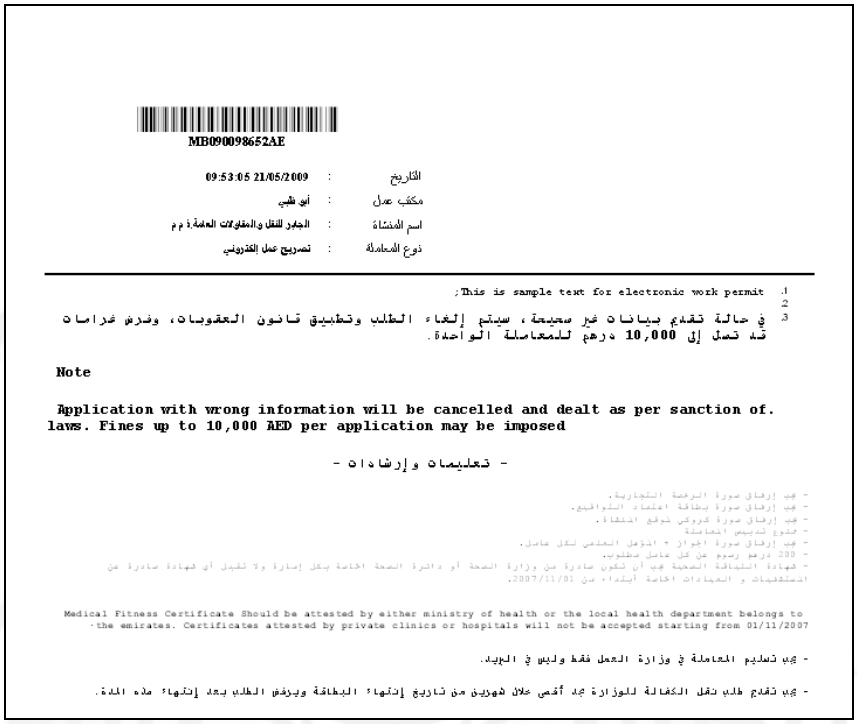


- Select the mode / method you want to pay with.
- Federal fee is paid through Ministry of Finance gateway.
- Typing fee is paid through CBD gateway.



Copyrights reserved by MOL

- On completion of payment you will receive a receipt which needs to be given to the customer.



MB090098652AE

التاريخ	:	09:53:05 21/05/2009
مكتب عمل	:	أبو ظبي
اسم المنشأة	:	الجفير للنقل والمقاولات العامة ذ م م
نوع المعاملة	:	تصريح عمل الكتروني

1. This is sample text for electronic work permit;
2.
3. في حالة تقديم بيانات غير صحيحة، سيتم إلغاء الطلب وتطبيق قانون العقوبات، وغرامات قد تصل إلى 10,000 درهم للمعاملة الواحدة.

Note

Application with wrong information will be cancelled and dealt as per sanction of. laws. Fines up to 10,000 AED per application may be imposed

- تعليمات و إرشادات -

- يجب إرفاق صورة البطاقة التجارية.
- يجب إرفاق صورة بطاقة اعضاء المواقيع.
- يجب إرفاق صورة كروكي بموقع المنشأة.
- جدوع تدريبي المعاملة
- يجب إرفاق صورة الجواز + المؤهل العلمي لكل عامل.
- 200 درهم رسوم عن كل عامل مطلوب.
- شهادة اللياقة الصحية يجب أن تكون صادرة من وزارة الصحة أو دائرة الصحة الخاصة بكل إمارة ولا تقبل أي شهادة صادرة عن المستشفيات و العيادات الخاصة أبتداء من 2007/11/01.

Medical Fitness Certificate Should be attested by either ministry of health or the local health department belongs to the emirates. Certificates attested by private clinics or hospitals will not be accepted starting from 01/11/2007

- يجب تسليم المعاملة في وزارة العمل فقط وليس في البريد.

- يجب تقديم طلب نقل الكفالة للوزارة قبل أقصى خلال شهرين من تاريخ إنتهاء البطاقة ويرفض الطلب بعد إنتهاء هذه المدة.

Receipt